

STATEMENT OF WORK

Contract: N66001-15-D-0056
Task Order: 0010
Tracking Number: 6112-H0015
Task Title: GMB Technical Program Support

1.0 SCOPE

This is a Level of Effort (LOE) service acquisition to provide Technical Program Support for Space and Naval Warfare (SPAWAR) Systems Center Pacific, (b)(3)

(b)(3) This is a severable task order to provide technical expertise to develop Requirements Analysis documents to Space and Naval Warfare Systems Center, Pacific (SSC Pacific) tasking under the Marine Corps Forces Pacific (MARFORPAC) Computer, Communications, Command and Control Intelligence Surveillance and Reconnaissance (C4ISR) Defense Policy Review Initiative (DPRI) Guam Projects. The SSC Pacific effort is called the Guam Military Buildup (GMB) Program. Tasking will include technical support and services to document, develop and analyze C4ISR requirements and design elements, and coordinate and track Fleet Readiness Control Board (FRCB) approval, in support of the MARFORPAC Defense Policy Review Initiative (DPRI) Military Construction (MILCON) Program on Guam.

1.1 Background

1.1.1 The MARFORPAC DPRI Planning Group is responsible for the planning, design, and installation of C4ISR solutions in support of the United States Marine Corps (USMC) DPRI relocation program to (b)(6). MARFORPAC DPRI has partnered with SSC Pacific, one of the Navy's technical leaders for integrated C4ISR solutions for warfighter information dominance, to integrate C4ISR solutions for the program.

1.1.2 This DPRI effort includes over 100 MILCON projects planned, designed, and executed by the Naval Engineering Facilities Command (NAVFAC). The Marines plan to create facilities (b)(3) that will support the housing, administration, operations, and training requirements for over 4,500 Marines. MARFORPAC DPRI has funded SSC Pacific to design of the C4ISR capabilities for multiple military construction projects. SSC Pacific stood up the (b)(3) to execute these requirements.

2.0 APPLICABLE DOCUMENTS

- 2.1 COMSPAWAR M-4720.1 (Version 4.0) Shore Installation Process Handbook (SIPH)
- 2.2 SPAWARINST 3432.1 (Series): Operations Security Policy
- 2.3 MIL-STD-38784: Standard Practice for Manuals, Technical: General Style and Format Requirements
- 2.4 MIL-STD-96El: Defense and Program-Unique Specifications and Content
- 2.5 MIL-DTL-3 1000C: Technical Data Packages
- 2.6 UFC 3-580-01: Telecommunications Building Cabling Systems Planning and Design

- 2.7 NFPA 101: National Fire Protection Association, Life Safety Code
- 2.8 NFPA 70: National Fire Protection Association, National Electrical Code
- 2.9 NFPA 75: National Fire Protection Association, Standard for the Protection of Information Technology Equipment
- 2.10 MIL-STD-1472G: Design Criteria Standard: Human Engineering
- 2.11 MIL-HDBK-454B: General Guidelines for Electronic Equipment
- 2.12 EIA/TIA-607: Commercial Building Grounding and Bonding Requirements for Telecommunications (ANSI/EIA/TIA-607-94)
- 2.13 TIA-598-C: Optical Fiber Cable Color Coding (ANSI/EIA/TIA 598 A94)
- 2.14 DOD 5205.02E (Series), DOD Operations Security (OPSEC) Program
- 2.15 DOD 5220.22-M: National Industry Security Program Operating Manual (NISPOM)
- 2.16 DOD 8570.1-M: Information Assurance Workforce Improvement Program
- 2.17 DOD 8500.1: Cyber Security
- 2.18 OPNAVINST 3432.1A (Series), DON Operations Security
- 2.19 National Security Decision Directive 298 (Series), National Operations Security Program (NSDD) 298
- 2.20 GMB Master Planning Document (MPD) Schedule Templates

3.0 TECHNICAL REQUIREMENTS

3.1 The contractor shall apply best project management and engineering practices to the following efforts, in accordance with Applicable Documents identified under paragraph 2.0. The Contractor shall perform the following tasks:

3.2 Program Management Support

The contractor shall provide program and project management support, to include FRCB approval, in the areas listed below.

3.2.1 Schedule Support

3.2.1.1 The contractor shall support the development, base-lining, updating, monitoring, and reporting of program and project schedules.

3.2.1.2 The contractor shall use scheduling software that is compatible with Microsoft's Project application, version 2010 or higher.

3.2.1.3 The contractor shall develop schedules that are consistent with the GMB Master Planning Document (MPD) schedule templates.

3.2.1.4 The contractor schedules shall incorporate Defense Contracting Management Agency's 14 point assessment recommendations, and other industry best practices.

3.2.1.5 The contractors shall update and submit schedules monthly. **(CDRL A008AA)**

3.2.2 Risk Management Support

3.2.2.1 All efforts will comply with the program risk management plan.

3.2.2.2 The contractor shall identify, evaluate, analyze, prioritize and document risks with impact (including associated cost), mitigation and contingency plans, and probability of occurrence.

3.2.2.3 The contractor shall recommend assignment of applicable resources to mitigate risks upon coordination with and receipt of approval from the Project Manager as applicable.

3.2.2.4 The contractor shall conduct monthly risk management meetings, and document the results

3.2.2.5 The contractor shall develop and maintain the risk registers, mitigation and contingency plans for each project.

3.2.2.6 The contractor shall document the risk mitigation decisions, as decided by the government risk lead.

3.2.2.7 The contractor shall produce project and program risk management reports to be presented at design reviews and/or incorporated into status briefings as needed. **(CDRL A008AB)**

3.2.3 Configuration Management Support

3.2.3.1 All efforts will comply with the program Configuration Management Plan (CMP) and integrated change control plan.

3.2.3.2 The contractor shall implement policies, procedures, techniques, and tools required to manage and evaluate proposed changes and track the status of these changes.

3.2.3.3 The contractor shall facilitate orderly management of configuration information and document configuration changes.

3.2.3.4 The contractor shall create and manage an accurate record of configuration status and support documents as applicable changes are made.

3.2.3.5 The contractor shall conduct internal monthly audits to ensure compliance with the program CMP.

3.2.3.6 The contractor shall conduct integrated change control meetings when a request for change is submitted.

3.2.3.7 The contractor shall track and periodically report the progress of the change control results to the configuration lead and document the results according to the program integrated change control plan **(CDRL A008AC)**.

3.2.3.8 The contractor shall receive, collect, submit, log, track, and distribute Requests For Information (RFI) submitted by SSC Pacific, also log and distribute responses.

3.2.3.9 The contractor shall maintain a log of deliverables submitted by SSC Pacific to any other government agency.

3.2.3.10 The contractor shall utilize storage locations which include a government share drive and government SharePoint website.

3.2.4 Administrative Support

3.2.4.1 The contractor shall manage program folders, files, and documents on the government's share drive and MS SharePoint site.

3.2.4.2 The contractor shall reproduce copies of original technical documents and file printed copies as required to support meetings, briefings and deliverables. The contractor shall also maintain files of printed documents.

3.2.4.3 The contractor shall maintain current documents that support program effectiveness and organization such as the program organizational charts, recall rosters, and musters.

3.2.4.4 The contractor shall generate briefing materials in PowerPoint as required.

3.2.5 Meeting Minutes

3.2.5.1 The contractor shall attend and record minutes for the GMB meetings. The contractor shall also attend and record minutes for other meetings related to GMB.

3.2.5.2 The contractor shall document and distribute minutes weekly. Meeting types include programmatic and technical meetings.

3.3 Technical Program Support

3.3.1 Quality Control Support

3.3.1.1 The contractor shall provide subject matter expertise and engineering support in the review of documentation that supports the MILCON C4ISR integration efforts.

3.3.1.2 The contractor shall coordinate peer reviews with SMEs, establish criteria, perform technical reviews, identify and document discrepancies and follow up on corrective actions.

3.3.1.3 The contractor shall execute Quality Control (QC) on assigned projects and prepare QC status reports to be included in the monthly Contractor's Progress, Status and Management Report (**CDRL A001**).

3.3.1.4 The contractor shall review and provide recommendations to improve the quality assurance plan.

3.3.1.5 The contractor shall work closely with the configuration manager to ensure version control.

3.3.2 Requirements Management Support

3.3.2.1 Requirements Management shall be conducted in accordance with the program management plan.

3.3.2.2 The contractor shall capture and document requirements as provided by systems engineers.

3.3.2.3 The contractor shall provide requirements management of C4ISR technical areas that pertain to this program. Technical areas include, but are not limited to, C4ISR networks, network infrastructure, voice, audio visual systems, video teleconferencing, electronic security systems, radio frequency systems, and fiber optics.

3.3.2.4 The contractor shall identify and document the Department of Defense (DoD) Unified Facilities Criteria (UFC) requirements that pertain to this program.

3.3.2.5 The contractor shall attend GMB planning and design meetings, NAVFAC requirements development meetings, and MARFORPAC meetings. The majority of these meetings occur in the Honolulu area, with other meetings occurring on the island of Guam.

3.3.2.6 Requirements shall be captured and managed in Dynamic Object Oriented Requirements System (DOORS).

3.3.2.7 The contractor shall report new, removed or changed requirements to be included in the monthly Contractor's Progress, Status and Management Report (**CDRL A001**).

3.3.3 Drafting Support

3.3.3.1 The contractor shall provide C4ISR engineering drafting, drawing review, drawing control, and related services required in the design of electronic/communications equipment, systems and installations. Drawings shall be prepared in digital format using AUTOCAD software following the project's requirements in accordance with Appendix Q of the SPAWAR Shore Installation Process Handbook.

3.3.3.2 The contractor shall prepare illustrations, diagrams, graphs, charts, 3D renderings, or other appropriate graphic medium for various presentation media as MS Power Point briefing slides, reports, user manuals, and training materials.

3.3.3.3 The contractor shall manage and control Installation Design Plan (IDP) Master Drawing Sets for projects, including the cross-referenced (X-REF) files.

3.3.3.4 The contractor shall update IDPs based on red-lines provided by the project design team.

3.3.4 Technical Writing

3.3.4.1 The contractor shall generate, edit, proof, and distribute program and project documentation using Microsoft's Office Suite version 2010 or later. The contractor shall also provide documentation in Adobe's portable document format, as required. Documents include program plans, status reports, and technical documentation in accordance with the program data management plan.

3.3.4.2 The contractor shall attend peer review meetings, collect input from participants, and incorporate the changes to program documents such as design documentation, white papers, engineering analysis, technical research papers, and performance charts, as required.

3.3.4.3 Documentation shall be consistent in format, organization, and content, and comply with SIPH

and program management plan.

4.0 STATUS REPORTING REQUIREMENTS

4.1 Progress and Status Report

4.1.1 The contractor shall submit a Contractor's Progress, Status and Management Report monthly (**CDRL A001**). The report shall describe the contractor's progress in completing the technical requirements in this task order. Trip reports are to be included in the Progress and Status Report.

4.1.2 The contractor shall immediately notify the Technical Coordinator and the COR if problems are identified that may negatively impact completion of this SOW requirements including schedule, cost, quality and rework issues.

4.2 Roster Report

The contractor shall complete a Contractor Roster Report monthly (**CDRL A002**). The report shall list all contractor personnel assigned to execute tasking.

5.0 GOVERNMENT FURNISHED PROPERTY/INFORMATION

5.1 No government furnished property is anticipated under this task order.

5.2 The Government will provide access to appropriate reference material and databases necessary in the performance of this effort.

5.3 The Government will provide coordination assistance to assist the contractor in accessing required information.

5.4 The Government will provide access to relevant Government organizations, information and documentation, manuals, texts, briefs and associated materials, as required and available.

5.5 The Government will provide intermittent access to government workstations, as required, to perform the specific tasking included in the SOW. The designated contractor personnel must comply with the government workstation access requirements.

6.0 CONTRACTOR FURNISHED EQUIPMENT/MATERIAL

6.1 Contractor furnished material shall include printing or copying services and/or consumable items such as report binders and other commercial-off-the-shelf (COTS) materials in support of the GMB Program.

6.2 Contractor invoices shall include documentation to support expenditures.

6.3 Material costs NTE \$5,000 total.

7.0 TRAVEL

7.1 The following travel is for estimating purposes only. It is anticipated that the following travel

requirements may be necessary for the Base Year, Option Year 1 and Option Year 2 (same locations for the base year, option year 1 and option year 2).

7.1.2 (b)(3) – two (2) persons, four (4) trips, for seven (7) days.

7.1.3 (b)(3) – two (2) persons, six (6) trips, for five (5) days.

7.2 A Travel Trip Report is required after the completion of each trip. These reports shall be included in the monthly Contractor's Progress, Status and Management Report (**CDRL A001**).

Note: All travel and/or travel changes shall be requested in writing and approved in advance by the Contracting Officer's Representative.

8.0 SECURITY

The work performed on this task is up to the SECRET level.

9.0 PLACE OF PERFORMANCE

Performance will be primarily at the contractor's facility, with periodic meetings at SSC Pacific in Honolulu, and travel locations designated in paragraph 7.0.